

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100050021-9

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT	
Contract Inspection Report (Form 1897)						<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE		Contracting	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
2		Bi-Monthly				2	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT			
Form		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. <div style="border: 1px solid black; width: 100px; height: 20px; float: right;">25X1</div>			
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
COTR/Branch Level/ ASD/OEL/DD/S&T				None			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
14 (avg)	\$9.75		1	=	\$9.75		6 \$40.50
6	\$3.95		1/2	=	\$2.00		6 \$12.00
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR							
\$52.50							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
<p>Assures that services and work specified by the contract are proceeding in a satisfactory fashion, and that problem areas are surfaced so necessary corrective action may be taken.</p>							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<input type="checkbox"/> OTHER (explain) <div style="border: 1px solid black; width: 100px; height: 20px; float: right;">25X1</div>	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
8 October 1977		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100050021-9				<input type="checkbox"/>	